

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 19, 2012

The meeting was officially called to order by President Lebert at 7:00 p.m.

Call To Order

Members present: Catherine Lebert, Mary Ann Ahl, Carole Hillman, Diane Jennings, Denis Ryan, Nancy Healy, Julie Craig

Members absent: None

Librarians present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director

Guests: Scott Remmenga, Finance Manager; Shelly Cruz, Business Office Assistant

Trustee Hillman made a motion to approve the February Board minutes. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.

Minutes

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Introduction Of Visitors

A letter from Diane Norris-Kuczynski to Library Director Weimar and the Library Board of Trustees expressing thanks for the opportunity to attend a conference at Dominican University and a LACONI meeting. Diane found both workshops informative and thought provoking.

Correspondence

Diane also conveyed appreciation for the new iPads given to the management staff. She stated the device will make reference and documentation more efficient and pleasurable.

Scott Remmenga stated financials are moving along smoothly. Trustee Healy inquired if a deposit for the new meeting room chairs ordered would be coming out of the budget seeing that the library is already at 80% of the budget in that line item. Assistant Library Director Wagner responded a deposit was not required for the chairs. Library Director Weimar replied the cost of the café tables and chairs were not received until 2012. Many light bulb and ballast replacements have been included in the building and maintenance budget line. Weimar stated spending will now resume back to normal. Trustee Healy questioned the spending involved in the automation equipment budget line. Library Director Weimar replied the line included the security camera upgrade, which is now done, the library office equipment contract renewals, and any additional iPad purchases. Seven iPads for staff were charged in 2011.

Treasurer's Report

Trustee Hillman moved to accept the Treasurer's Report. The motion was seconded by Trustee Jennings with a roll call vote as follows: Ryan – aye; Lebert – aye; Ahl – aye; Hillman – aye; Jennings – aye; Craig – aye; Healy – aye. All ayes, no nays.

Trustee Ahl moved to approve the Accounts Payable for February 21, 2012 through March 19, 2012 and was seconded by Trustee Hillman with a roll call vote as follows: Ryan – aye; Healy – aye; Craig – aye; Ahl – aye; Lebert – aye; Hillman – aye; Jennings - aye. Motion passed. All ayes, no nays.

Personnel

Librarian's Report

Administration would like to schedule a Personnel Committee meeting to discuss restructuring of the Technical Services Department. The Personnel Committee members Ahl, Lebert, and Jennings are scheduled to meet April 4th at 10:30 a.m. Library Director Weimar stated all Board members are welcome to attend the meeting. Public Information Coordinator Melissa Panio has been required to take an earlier maternity leave than planned. Library Director Weimar and Assistant Library Director Wagner are in the process of dividing up tasks to keep everything running smoothly. Board members offered best wishes to Melissa. Library Director Weimar indicated a

revised organizational chart will be presented at the April Board meeting to account for new positions.

Grants and Government

The library has received our Per Capita Funds which have been funded by Library Services and Technology Act (LSTA) monies. A required report will be done by June. Funds have been expended on books for the library. Trustee Healy asked if LSTA funds were the same as Reaching Across Illinois Library System (RAILS) monies. Remmenga replied RAILS receives funding through the Area and Per Capita Grant which is not being funded with LSTA funds. Orland Park Public Library received their grant funds earlier by accepting LSTA funding.

Letters were sent out to all of our legislators requesting a meeting time while Library Director Weimar and Assistant Library Director Wagner are in Springfield for *Illinois Library Day* in April.

The 2013 Per Capita Grant requirement is requesting the Library Board Trustees to review *Illinois Library Law and Rules* on grants. Copies of the document were distributed, and this will be discussed at the April Board meeting.

Library Director Weimar will be attending the Ninety7 Fifty on the Park groundbreaking Wednesday, March 21st.

Trustee Healy and others asked for documents to be developed for the Board on library acronyms, how RAILS and heartland systems are related to LLSAPS.

Technology and Security

The security cameras have all been installed and signs have been posted to notify patrons, including indicating the library has the right to inspect all bags. The video feed from the Zoneminder software requires more storage. Peter Kuczynski built a separate Storage Area Network (SAN) just for Zoneminder video. It has 3,750 disks. Given the current versions of Zoneminder 1 and 2 run on a 250GB disks, and log about six days of video, this should provide about three weeks' worth of storage.

The Orland Park Police were notified by Administration that a local secondhand bookstore was found to be selling one of our DVD TV series sets. The DVD has been returned and Library Director Weimar met with the managers of two resale stores to make them aware of this issue. Technical Services and Circulation are looking into processing material differently. The library is investigating a variety of solutions for media checkout at self-checkout machines. Trustee Healy inquired on the extent of theft occurring. Library Director Weimar replied within the last 6 months theft has increased. Library Director Weimar stated all missing material is not intentional theft, but from patrons not using the self-checkout machines correctly. It is a common error for patrons to scan the ISBN number of the material instead of the library barcode and think they have checked out the material. Trustee Hillman suggested the library barcode be placed near the ISBN number to make it easier for patrons to locate the correct numbers that need to be scanned. Library Director Weimar responded all ISBN numbers are not in same place on DVDs and books.

New switches which accommodate power over Ethernet (POE) will need to be purchased this year due to the existing switches being problematic. A single switch failure would render the network inoperable with no Internet access for staff or patrons. Each switch costs over \$3,000. The cost of this project will be taken from the library's Special Reserves fund. This expense will be presented at the April Board meeting. Trustee Ryan inquired if any other options were available better than the current setup. Library Director Weimar answered this is the only option, and the switches last for many years.

SWAN/ILS

SWAN is still working on the contract with the system as to what services and costs will be provided by RAILS in FY2013. A committee meeting of the whole has been scheduled for April

10th to discuss staff costs and benefits, as well as this system contract.

A meeting has been scheduled at Barrington Area Public Library on March 28th to see how Polaris works in all of the departments. An Innovative demonstration is being held on April 19th.

ebooks

Library Director Weimar informed the Board that 3M recently announced its collaboration with Polaris. 3M is able to integrate records in the Polaris catalog and patrons can download 3M titles straight from the catalog although the application has not gone live anywhere. A meeting with Freeding, another ebook vendor will also be scheduled within the next month. Library Director Weimar indicated she is looking into a second ebook provider for the library. An Advantage account has been purchased with Overdrive that will better serve Orland Park patrons. Library Director Weimar informed the Board the demand for ebooks has noticeably increased within libraries. Trustee Hillman requested a document be created summarizing each vendor the library is considering so Board members have a better understanding of what each vendor has to offer. Library Director Weimar replied a summary of vendors can be done and notified Board members if they have any questions regarding ebooks feel free to schedule a meeting.

Public Library Association (PLA) Conference

The sessions were very good at the PLA conference this year. Library Director Weimar attended two on personnel issues, iPads, 60 Programs in 60 Minutes, The Black Belt Librarian on Security at the Library, collaboration with other organizations, meeting room policies, and negative Nellies in the workplace. Many advanced book copies were brought back for staff and summer reading prizes for adults.

New Signage

Assistant Library Director Wagner notified Board members new signs on the 2nd floor will be installed Wednesday, March 21st by Mission Signs.

Other Staff Reports

Staircase Light Removal

Assistant Library Director Wagner notified Board members the light fixture above the main staircase has been removed by Linear Electric.

Painting

The painting on the 1st floor was completed during the first week of March by Anderson Painting. The staff and patrons have expressed how nice the colors are. Trustees Ahl and Hillman commented how nice the new colors are and how well they complement the library.

Steve Newman patched and painted the meeting room hallway and touched up walls in the bathrooms.

Tables

Assistant Library Director Wagner stated unfinished wood console tables have been purchased to place outside the bathrooms for patrons to place their library materials before entering. Steve is in the process of painting the tables colors chosen from our color palette. Once completed, they will be placed in their locations with appropriate signs.

Meeting Room Chairs

The meeting room chairs have been ordered and expected delivery is mid-April. Both the plastic and fabric chosen are a dark Indigo blue. The fabric has a Teflon finish and can tolerate 1,000,000 double rubs.

Landscape Maintenance Service Contract

Assistant Library Director Wagner informed the Board it is time to renew the library's 3-year service contract with Wingren Landscape. This contract gives the library a pre-pay option versus monthly payments. Landscape service is provided for eight months, April through November.

Assistant Library Director Wagner handed out a chart to Board members indicating monthly costs and yearly pre-pay costs through 2014. Administration will ask Board members to approve the 3-year contract with Wingren Landscape for the pre-pay amounts. Assistant Library Director stated a fuel surcharge may also be added due to fluctuation of fuel prices.

Public Library Association (PLA) Conference

Assistant Library Director Wagner expressed thanks to the Board of Library Trustees and Library Director Weimar for the opportunity to attend the conference. Assistant Library Director Wagner indicated she attended interesting and motivating conference sessions and met with many vendors to move forward on library projects. She found “Creating a Virtual Orientation for New Staff” which involved setting up a special website to compliment training and onboarding of new staff members particularly interesting. Assistant Library Director Wagner is considering a virtual tour of the library on-line be available to new employees. Trustee Hillman agreed this was a nice idea.

See Staff Reports.

No report at this time.

No report at this time.

See Librarian’s Report.

No report at this time.

No report at this time.

No report at this time.

1. Technology for Board Members – For Discussion

Library Director Weimar started the discussion by asking Board members if they find it reasonable for the Board to purchase iPads to use at meetings. Trustee Healy answered at first she was resistant on the purchase of iPads, but after consideration of the ease of note taking on the iPad, she feels the device would be most beneficial to Board members. Trustee Ahl indicated she asked other PLA conference attendees about the use of iPads within their library. She was informed some libraries did use iPads, but most of them were for meeting use only. Trustee Ahl also mentioned she did notice many conference attendees using iPads. Trustee Hillman recommends the purchase of iPads, and its use should be for library business only. Library Director Weimar assured Board members the devices will be set up so purchases on the iPad will be inaccessible.

Trustee Lebert specified her concern is the expense of the iPads, and if the devices are indeed necessary. Trustee Jennings added iPads are the way of the future. If the technology upgrade is not done now, it will most likely happen at a later time. Trustee Craig indicated she likes the idea of using iPads in meetings. Trustee Ryan inquired if training will be available to Board members on using the device. Library Director Weimar informed Board members she can set up training sessions with Information Technology staff. Apple also has a program offering training on how to use an iPad in a business setting. Trustee Hillman inquired if uploading the Board packet to an iPad would consume additional time of Administration staff members. Library Director Weimar responded it may take more time at first, but everything is a learning curve and feels once everyone is familiar with the process, it will run smoothly. Trustee Healy stated copiers can be adapted so documents can be scanned and uploaded to the iPad. Trustee Healy asked if the Axigen email software is accessible on iPads. Assistant Library Director Wagner replied Axigen is available when using a Virtual Private Network (VPN) or the Mini

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Opera browser. Accessing this software on the iPad is currently being researched. Trustee Lebert asked Administration if they believe the iPads to be beneficial to Board members. Remmenga responded the decision is a matter of preference and if moving forward with electronic Board packets, distribution of most paper documents will cease. Trustee Lebert recommends hardcopy packets continue to be distributed until everyone is more familiar with the electronic documents.

After discussion Board members reached a consensus that the use of iPads will be advantageous at Board meetings.

1. Landscaping Maintenance Contract – For Action. Trustee Jennings moved to approve the Wingren Landscape three-year landscaping maintenance contract for FY2012 through FY2014 for the following costs: \$10,450 (2012); \$10,450 (2013) and \$10,830 (2014). Trustee Ahl seconded the motion with a roll call vote as follows: Lebert – aye; Craig – aye; Healy – aye; Ryan – aye; Hillman – aye; Jennings – aye; Ahl – aye. Motion passed. All ayes, no nays.
2. Marquette Bank authorization letter – For Action. Trustee Ahl moved to approve the authorization directing Marquette Bank to allow financial information to be disseminated to either the Library Director and/or Finance Director on behalf of the Board of Library Trustees for all of the Orland Park Public Library accounts. Trustee Ryan seconded the motion. Motion passed. All ayes, no nays.
3. Closed Summer Sundays – For Action. Trustee Ahl moved to approve the closing of the library for the following Sundays; May 27, August 5, and September 2. Trustee Healy seconded the motion. Motion passed. All ayes, no nays.
4. Closed for In-Service Day – For Action. Trustee Hillman moved to approve the closing of Friday, August 3, 2012 for In-Service Day. Library Director Weimar informed Board members the agenda for the In-Service day includes sessions on customer service, ebooks and other new technology. Trustee Ahl seconded the motion. Motion passed. All ayes, no nays.
5. Organizational Chart Appendix A of the Personnel Policy revision – For Action. The Board agreed to table the approval of the Organizational Chart Appendix A of the Personnel Policy revision until April's Board meeting.

New Business

Trustees Healy and Ahl expressed thanks for the opportunity to attend the PLA conference earlier this month. Both enjoyed the conference and discovered it to be interesting and informative. Trustee Ahl also mentioned the networking available at the conference was valuable.

Announcements

Trustee Hillman notified everyone author Eric Larson, will be speaking at Elmhurst College on April 15, 2012.

None

Executive Session

President Lebert moved to adjourn the meeting at 8:59 p.m.

Adjournment

Mary Ann Ahl, Secretary

Approved: _____

Date: _____

Minutes prepared by Shelly Cruz